

City of Woodstock

108 Arnold Mill Road, Bldg. C , Woodstock, Georgia 30188
770-517-6788 678-445-4351 (Fax)
www.woodstockparksandrec.com

Thank you for your interest in the City of Woodstock's 2009 Events!

Help us celebrate kids this Halloween at *KidsFest!* Trick or Treat activities for our younger ghouls and goblins, including a DJ, moonwalks, the very popular stringed apple and pumpkin bowling games, wandering magician, face painting, games, costume contest, and candy give-away, all in the safety of Woodstock's Downtown City Park from 3:00 pm to 7:00 pm on October 31, 2009. Everyone must have treats or prizes to give away to the children in order to participate, and your main activity must be a game, activity, or craft, not *just* selling or advertising services or merchandise.

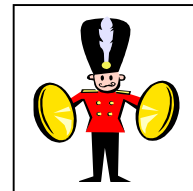
Kick off the holiday season with our traditional *Christmas Jubilee Parade of Lights* on December 5, 2009, at 5:30 pm. The Sequoyah High School Women's Choral Group will be singing and dancing at 4:45 pm at the parade grand stand in front of the Right Wing Tavern. Bring your children after the parade to the Downtown City Park to visit Santa with their wish lists. Our Mayor will announce the winners of the Best Holiday Float and Most Original Float. Preservation Woodstock honors its Citizen of the Year with an award, and the evening ends with the lighting of the Woodstock Christmas Tree! The Woodstock Middle School Choral Group will be performing at 6:45 pm right after the parade in the Downtown City Park! They were invited to Carnegie Hall to perform and will be accepting donations and hosting a bake sale to help cover the costs of the trip! Come and sing along to your favorite holiday carols! Activities in the park begin as the parade ends. Enjoy our marshmallow roast in the park and help the Woodstock Jaycees Christmas Toy Drive for Cherokee County's less fortunate children. We will be accepting monetary donations or you can bring any new, unwrapped toy!

The Towne Lake Players will present the "Little Drummer Boy" as an added feature to this year's celebration! A special, free opening performance at **3:00 p.m.** will be held at the Woodstock Community Church across the street from the park. We will be collecting canned goods for local food pantries.

Please find attached vendor and parade applications. Make copies if you are participating in more than one event. All parade entries and vendor goods must be suitable for a family audience. **All vendors MUST complete and submit an application form in advance.**



City of Woodstock
2009
Parade Application



Organization: _____

Applicant Name: _____

Mailing Address: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____

Please check the parade(s) you will be participating in:

Christmas Jubilee: _____

Please check all that apply: There is no entry fee for the parades!

Car _____ Truck _____ Float _____ Horses _____ Walkers _____ Band _____

Other (please describe) _____

Parade Route

Both parades start at the old Wal-Mart/Furniture Express parking lot (off Hwy 5 and 92), proceed north on Main Street, ending at the back parking lot of Woodstock Elementary School on Rope Mill Road. Parking to pick up parade participants is in the front parking lot of the school.

This year we will be having a “Parade of Lights”! We are starting the parade a little later so we can “Light up the Town”! Plan on decorating your parade entry with the brightest lights, glow sticks, flashlights, etc., that your imagination can muster! We will be having a “How To” class to help with ideas on decorating your floats. We will send the date of the class soon!

Christmas Jubilee

Lineup Start Time: 4:00 pm

Parade Start Time: 5:30 pm

PARADE RULES:



Thanks to you, our parades have been huge successes! But due to the growing numbers, we need to revise our rules and regulations in order to make the parade more enjoyable for everyone, especially the children. Please read the following and pass along to the other members of your group:

- **Candy** Please do not throw candy from the floats into the crowds. Be sure that the candy makes it to the curb so kids don't run into the street. Walkers may hand candy to children on the side of the road. Kids darting in the road to retrieve the candy present a safety hazard.
- No confetti is allowed.
- **Commercial and political campaign entries** will be restricted to two (2) vehicles, with a truck pulling a flatbed trailer counting as one vehicle. If any more than 2 vehicles per organization show up, they will be turned away and not allowed to join the parade.
- **Only** vehicles participating in the parade are allowed in the holding area at the old Wal-Mart (Furniture Express) parking lot.
- **Public parking** is available behind the Woodstock Community Church at Main St. and Towne Lake Parkway and at Chattahoochee Technical College just north of the park.
- **Participant Pick Up** Please park in the front parking lot of Woodstock Elementary School on Rope Mill Road to collect children from parade floats that will stop at the back parking lot of the school. Walk to the shortcut at the side of the school to get to the back.
- Parents/guardians are responsible for the safety of their children. All children under 6 must be accompanied by a parent or guardian.
- **Fire Extinguisher** All floats with a generator must have a fire extinguisher on the float with them.
- **Horses** must have someone behind them to clean up "accidents".
- Bring bottled water and dress with weather conditions in mind.
- For the Christmas Jubilee, please **don't dress as Santa**, it confuses the children!
- **Holiday music** is STRONGLY ENCOURAGED!!! **Play it Loud!!!**
- **Decorations** Floats, vehicles, etc. **must** be decorated in the holiday's theme/colors or they cannot participate. All entries are **REQUIRED** to be decorated in keeping with the season of the parade. Please don't enter a vehicle with just a flag or a Santa hat and no other decoration. Vehicles that are not fully decorated add nothing to enjoyment of the parade. While decorating, please be aware, we have received phone calls from people complaining that they did not come to the parade to watch a commercial. We love to support our local businesses, but please, keep your parade entry festive!
- **Keep Moving** Please help us keep the parade moving and stay as close as safely possible to the float ahead of you. Except for when the high school bands are performing, please do not stop moving forward once the parade has started, except as directed by police. If you turn around back into the parade or stop to unload prior to end, you will be barred from future parades. Please drive slowly to allow walkers to keep up with the rest of the parade. Christmas

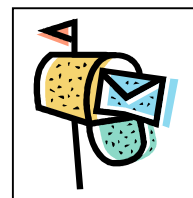
Jubilee Parade will be in the dark, so please, please be careful of the kids, they will be harder to see. Glow necklaces are a safe way to keep them in sight! Please abide these rules for the safety of all!

- **Parade Check In Tent** Please keep in mind that we put up yellow roping in the old WalMart/Furniture Express parking lot to direct all entries to a common check-in tent area so that we can go over with each entrant the protocol for the parade. **ALL entries must go through the main check-in area prior to getting in line.** Any vehicle that attempts to join the parade line-up by driving under the yellow rope will be pulled from the line-up and barred from the parade entirely.
- **Parade Line Up** *The line-up of the parade is on a first come, first served basis. Entire Party must be together to join the line-up. No reserving spots. A late vehicle/float can join the parade, but CANNOT be placed with vehicles/floats that are already in line. Walkers can join the lineup at any time.*
- We cannot stress strongly enough that **ALL vehicles from the same organization must get in line together at the same time, or else your vehicles will NOT be able to be side by side.** If all your vehicles have not arrived yet, please wait in the outer parking area until they can join you before proceeding to the check-in area to get in line. Due to the large number of participants, there will be NO exceptions to this. Individuals on foot can join a vehicle already in line, but NO vehicle will be allowed to jump or cut in. We have had to start lining up vehicles in aisles in order to organize the floats. This system makes adding vehicles out of order a logistical nightmare – please don't ask us.
- **Parade Applications** In the future, all parade participants MUST submit an application ahead of time with a signed liability waiver. We will not be able to accommodate day of event drop-ins.

Please work with us to keep the parade as enjoyable and fair as possible for everyone, and to keep the parade true to its original intent – to allow the entire community to participate in a city-wide event that delights both children and adults. If we all keep in mind that the primary audience is children, I know we will have a great parade!

VERY IMPORTANT: *The attached claims release must be signed and returned with this application.*

Return this application to: Marybeth Stockdale
City of Woodstock
108 Arnold Mill Road, Bldg. C
Woodstock, GA 30188
770-517-6788
678-445-4351 fax
mstockdale@woodstockga.gov



Please keep the rule pages as a reference for decorating and parade day protocol.

Christmas Jubilee

Lineup Start Time: 4:00 pm
Parade Start Time: 5:30 pm

VERY IMPORTANT: This Release Of All Claims Form must be signed and returned with the vendor and/or parade application, and applicable payments, to be allowed to participate in event.

CITY OF WOODSTOCK, GEORGIA

RELEASE OF ALL CLAIMS

This indenture witnesseth that in return for the City of Woodstock's allowing the undersigned to participate in any City Event, the undersigned hereby acknowledges that he/she is aware of the nature of the activity and the potential for physical injury associated with the activity. Nonetheless, in return for the City's accord and satisfaction, for the undersigned, my heirs, executors, administrators and assigns, I forever release and discharge the City of Woodstock, Georgia, its officers, employees, servants, and agents from any and all manner of actions, causes of actions, claims and demands, damages, costs, suits, debts, accounts, promises, trespasses, judgments, expenses, and loss of service, both known or unknown, suspected or unsuspected, whatsoever in law or in equity, already sustained or that the undersigned may hereafter sustain, in consequence of or relating to the activity, from the beginning of time forward.

I hereby declare that this release is being given voluntarily, and that no representations about the nature and extent of the said damages made by any attorney or agent of the party hereby released, nor any representations, regarding the nature and extent of legal liability or financial responsibility of the party hereby released, have induced me to enter into this release. The undersigned hereby acknowledges receipt of a copy of this release before signing it, and further represents that if he/she is signing in a representative capacity, he/she has the authority to do so on behalf of his principal and to bind that principal.

This release shall be construed, interpreted and enforced in accordance with the laws of the State of Georgia. Furthermore, this release constitutes the entire agreement between the parties relating to the subject matter hereof and supersedes all prior written and or oral agreements, understandings, or representations of the parties relating to the subject matter hereof and supersedes all prior written or oral agreements, understandings, or representations of the parties relating to the same subject matter.

As signed this _____ day of _____, 20_____.

Printed Name and Title

Signature

Organization

PLEASE MAKE CHECKS PAYABLE TO: THE CITY OF WOODSTOCK

Mail to:

Marybeth Stockdale

City of Woodstock

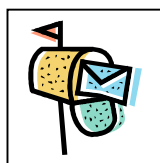
108 Arnold Mill Road, Bldg. C

Woodstock, GA 30188

770-517-6788

678-445-4351 Fax

E-mail: mstockdale@woodstockga.gov





City of Woodstock 2009 Events (Non-Food) Vendor Application



Organization: _____

Applicant Name: _____

Mailing Address: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____

I would like to participate in:

_____ KidsFest (must include a free child oriented craft, activity, or game)

Description of What You Are Selling / Giving Away / Providing / Promoting?

Special Event (Non-Food) Vendor Fees

(*Add \$25 for electricity usage – 110 outlet)

Please circle: _____ (fee is for each event)

Woodstock Resident (on city tax roll)	\$ 25
Non-Woodstock Resident	\$ 75
Woodstock Business Owner (has Woodstock Occupational License)	\$ 50
Non-Woodstock Business Owner	\$ 125
Woodstock Non-Profit / Charitable Organization Registered 501(C) 3	\$ 0
Outside of Corporate Limits of Woodstock Non-Profit / Charitable Organization Registered 501(C) 3	\$ 75

***All electricity requests are not guaranteed, and must be approved prior to the event.**

***There is no water available on site.**

of (10' X 10') Spaces Requested: _____ Total Fee: \$ _____

of (10' X 10') Spaces that Require Electricity: _____ Total Electricity Fee: \$ _____

OFFICE USE ONLY:

Payment received on: _____, 2009 By _____ Waiver Received? Y/N _____

Amount Paid: _____ Check # _____ Cash _____



City of Woodstock
2009 Events
Food Vendor Application



Organization: _____

Applicant Name: _____

Mailing Address: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____

I would like to participate in:

_____ KidsFest

_____ Christmas Jubilee

Description of What Food Items You Are Selling
(Management Reserves the Right to Limit the Number of Vendors Selling Similar Items)

Special Event (Food) Vendor Fees
(*Includes electricity, if needed – 110 outlet)

Please circle: _____ (fee is for each event)

Woodstock Resident (on city tax roll)	\$ 50
Non-Woodstock Resident	\$ 100
Woodstock Business Owner (has Woodstock Occupational License)	\$ 75
Non-Woodstock Business Owner	\$ 150
Woodstock Non-Profit / Charitable Organization	\$ 0
Registered 501(C) 3 / 501(C) 6	
Outside of Corporate Limits of Woodstock Non-Profit / Charitable Organization	\$ 100
Registered 501(C) 3 / 501(C) 6	

***All electricity requests are not guaranteed, and must be approved prior to the event.**

***There is no water available on site.**

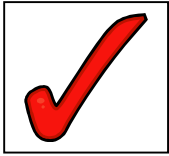
of (10' X 10') Spaces Requested: _____ Total Fee: \$ _____

of (10' X 10') Spaces that Require Electricity: _____ (Please limit use for necessities only)

OFFICE USE ONLY:

Payment received on: _____, 2009 By _____ Waiver Received? Y/N _____

Amount Paid: _____ Check # _____ Cash _____



City of Woodstock

Vendor/Exhibitor Rules and Regulations

1. Exhibitors and vendors agree to be present for **all scheduled event hours**, rain or shine.
2. Vendors and exhibitors **MUST** check-in with staff prior to setting up and must set up in assigned area only.
3. There will be no rain date, and there will be no refunds as a result of weather.
4. All food vendors must comply with all applicable Health Department Food Handling Guidelines.
5. With approval from event staff, pop-up tents and tables may be set up the night before the event(s) at the exhibitor's or vendor's own risk. **No one** can set up prior to receiving their booth assignment from staff. Setting up your booth prior the designated check-in time or setting up your booth in an area other than the one assigned will be grounds for dismissal from festival grounds. Food Vendors may not set up tents early.
6. **ALL DISPLAYED ITEMS MUST BE APPROPRIATE FOR FAMILY VIEWING.**
7. All booths must be operated and staffed at all times while the event is open to the public.
8. Exhibitors and vendors are required to keep their booth area clean, neat, and free of hazards.
9. Any cancellations after acceptance into event(s) will result in forfeiture of all fees by applicant.
10. Electricity will be provided **ONLY** to those applicants who request electricity at time of application and pay the designated fee. Applicants requesting electricity will be required to provide their own electrical cords.
11. Each exhibitor is responsible for collecting 6% sales tax and sending it to the State at the conclusion of event(s). No commission is charged.
12. Exhibitors and vendors agree to have their booth set up and ready for business by designated times as scheduled by Event Director.
13. No booth is to be dismantled before designated time, as scheduled by Event Director. **Absolutely no early breakdowns will be allowed.**
14. All exhibitors and vendors will decorate their booths in an attractive manner, and are responsible for providing their own set-up materials, including tables, chairs, and tents.
15. No pets are allowed.
16. No generators allowed.
17. Vendor parking is located at Chattahoochee Tech. College, Woodstock Community Church, or United Methodist Church of Woodstock. Please park there after dropping off your event supplies at the park.
18. All exhibitors and vendors agree to display and sell only those goods described on their application.
19. Consumption or sale of alcoholic beverages is strictly prohibited.
20. Exhibitors and vendors are responsible for the set-up and take-down of their own booths. All trash must be disposed of properly; a dumpster will be provided for excess trash.
21. Exhibitors and vendors assume all responsibility for loss or damage of any kind to their property during events. Exhibitors and vendors agree to indemnify and defend said event(s), the City of Woodstock, and its employees against all claims or expenses arising out of the use of exhibit space.
22. Any points not covered above or elsewhere are subject to settlement by the City of Woodstock Event Management. Any violation of these rules and regulations by any exhibitor could forfeit all monies that have been paid. The City of Woodstock and Event Director reserve the right to terminate the agreement for booth space. Written notice by Event Director to terminate the agreement for booth space is not required.
23. All exhibitors and vendors will be given a copy of these rules and regulations at their time of check-in on the day of the event(s). All exhibitors and vendors will be required to sign a second copy of these rules and regulations signifying acceptance and compliance prior to being allowed to set-up their booth space on the day of the event(s).
24. Electricity is not guaranteed. Due to limited power in the park, it will be assigned first to those who need it as part of their business. Be specific on your application. (Fans, radios, etc. are not necessities) 110 outlets

As the event day gets closer, you will receive by mail or e-mail the following: Event and parking directions; Road closure information; Set-up times and procedures and any additional rules/information necessary to assist you

Please Return Application(s) ASAP, as Spaces are Limited.

Non-Profit Organizations

There are limited non-profit booths available for the Concert Series. If you are representing a non-profit organization, please include a copy of your 501(c)3 tax exempt letter from the Internal Revenue Service.



City of Woodstock Food Vendor Rules & Guidelines

Organization _____

Name of Contact _____

Phone _____

E-Mail _____

Name & Date of Event _____

Will any of the items listed below be served? (Circle yes or no)

Hamburgers or pre-cooked sausages	Yes	No
Items containing ground beef	Yes	No
Items containing pork	Yes	No
Items containing chicken or turkey	Yes	No
Items containing eggs or dairy products	Yes	No
Prepared or sliced fruits	Yes	No

If yes, please list _____

Other food items being served not previously mentioned _____

Source of all food items _____

Booth Space Description _____

* In addition to this application, please submit a sketch of your booth set up including the location of equipment, food storage, and hand washing stations.

I acknowledge that I have received, read, and understand the City of Woodstock Food Vendor Rules and Guidelines. Further, I agree to operate the above vendor booth space in compliance with this policy and any additional requirements deemed necessary by the City of Woodstock Department of Parks and Recreation.

Signature _____ Printed Name & Title _____

Organization _____

Date _____

CHEROKEE COUNTY TEMPORARY FOOD SERVICE OPERATION GUIDELINES

I. Operations:

- A.** A temporary food service operation means any food service establishment which operates at the same location for a temporary period of time, not to exceed fourteen (14) consecutive days in conjunction with a fair, carnival, circus, public exhibition or similar transitory gathering.
- B.** A temporary food service operation may be permitted to operate if they meet fully the requirements set forth in this guideline and any additional requirement set forth by the health department.
- C.** To operate a Temporary Food Service Facility, detailed plans and specifications of facility and a written description of proposed operation and menu, must be submitted to this office. This must be accomplished a minimum of fourteen (14) days prior to desired operation date.

II. Food Handling

- A.** Those potentially hazardous foods requiring limited preparation only, such as seasoning and cooking, may be prepared and served. The on-site preparation of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards and similar products, and salads containing meat, poultry, eggs or fish is prohibited.
- B.** Any potentially hazardous food that has been prepared, stored and transported under conditions meeting the requirements set forth in the Georgia Food Service Rules and Regulations, Chapter 290-5-14 and is stored at the facility, meeting those requirements may be served. A link to the GFSRR Chapter 290-5-14 can be found on our website at www.woodstockparksandrec.com
- C.** Ice that is consumed or that contacts food shall be made under conditions meeting three requirements of Georgia Food Service Rules and Regulations, Chapter 290-5-14. The ice shall be obtained and held in approved containers until it is dispensed in a way that protects it from contamination. Styrofoam ice chests are prohibited.
- D.** Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with the ice.

II. Equipment

- A.** Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment.
- B.** Food contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided as necessary to prevent contamination.
- C.** Facilities for cleaning and sanitizing utensils and equipment shall be provided or at permitted base of operation.
- D.** Temporary food service operations shall provide only individually wrapped single-serve articles for use by the consumer.
- E.** When food is prepared on site, a system capable of producing enough hot water for cleaning and sanitizing utensil and equipment shall be provided on the premises.

IV. Construction (If using a trailer)

- A.** Floors within food preparation and display areas shall be constructed of approved materials. Proposed floor covering materials must be included in plans submitted to the health office for review and approval.
- B.** All food preparation and food display areas shall be adequately protected from dust, contamination from patrons, and insects by provisions of walls, ceilings, shields, screens, or other approved barriers or devices. Open, unprotected display or service of food is prohibited. Proposed protective measures must be included in plans submitted with the vendor application for review and approval.

V. Sewage All sewage, including liquid waste, shall be disposed of according to law. A convenient hand washing facility shall be available for employee hand washing. This facility shall consist of at least, water, soap, and individual paper towels.

This office understands that each individual temporary food service has different circumstances which will influence their methods of food handling and protection. Therefore, we encourage each and every vendor to contact this department, at 770-517-6788, between the hours of 9 am to 4 pm, Monday through Friday so we can discuss their plans and answer all questions. You can also e-mail us at mstockdale@woodstockga.gov

We will be happy to discuss any proposals which anyone may have regarding the requirements listed above.